

# Dorm Rules for NTHU

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Article 1 This Dorm Rules is to define the dormitory rights, fees and regulations for student housing, and also follow related national laws and school regulations in case of any violation.

Article 2 Priority qualification for student dormitory in National Tsing Hua University is subject to the order of precedence as follows:

- A. Students eligible for priority housing
  - a. Foreign freshmen and undergraduate freshmen are eligible for priority housing.
  - b. Other priority housing qualifications: In accordance with the "Enforcement Rules of Other Priority Dormitory Qualification of National Tsing Hua University".
  - c. If there are not enough beds for second-year students and graduate students, they shall be arranged randomly by computer drawing.
- B. Students not eligible for priority housing: Those who do not have the priority qualifications mentioned in the first paragraph.
- C. Students on the waiting list:

- a. Students who have not been given a bed under the application mentioned in paragraphs 1 and 2 above.
- b. Students who give up their dormitory beds.

Students eligible for priority housing shall complete the dormitory application process online and be assigned a bed according to their application information and bed availability. Those who do not complete the online registration process will be deemed to have given up their priority dormitory qualification. (Quiet Dormitory for older undergraduates, single rooms in the main campus for graduate students, and suites in Nanda Campus require separate application.)

Students not eligible for priority housing and students on the waiting list may still apply for dormitories within the application period which shall be determined by computer drawing.

### Article 3 Accommodation period and related regulations

- A. Applications for housing are made annually on an academic year basis, with the first semester from Sep. 1 to Jan. 31 and the second semester from Feb. 1 to June 25.
- B. Housing in the summer term is available from July 1 to Aug. 30. Students who wish to apply for housing in the summer term shall make a separate application and pay housing fees. There shall be no refund once the fees are paid.
- C. Students who are suspended, withdrawn, or graduated in the middle of the semester shall check out within seven days after the procedure is completed. Students with valid reasons may apply for an extension by a proposal from the counseling unit or personnel of the University.

### Article 4 Change of bed and related regulations

- A. After being assigned a bed number, students who wish to change their dorm beds shall submit an application to the staff of the Division of Student Housing and receive approval. A maximum of three times an academic year is allowed.
- B. No fee shall be charged for the first bed change, but a handling fee of NT\$300 shall be charged for each change from the second time onwards.
- C. No refunds shall be given for change to beds with lower fees, and change to beds with higher fees, the shortfall shall be paid.
- D. Students who apply for a change of dormitory to another campus for research or study purposes shall submit their applications in accordance with the "Application for Change of Student Housing in Another Campus" from Sep. 1 (including) of the first semester and Feb. 1 (including) of the second semester to the staff of Division of Student Housing.
- E. Inter-campus transfer students (including those who are downgraded to first or second grade) who have applied for and been given a bed on the campus of their original department before

transferring to another department may give up the bed and apply to enter the waiting list in accordance with Article 2, paragraph 3, subparagraph 2 of this Dorm Rules. Students may also apply for a bed change to another campus after retaining their originally applied bed in accordance with paragraph 4 of this Dorm Rules.

#### Article 5 Dormitory fee and refund regulations

- A. The application for dormitory is for one academic year only, and the dormitory fee shall be paid in accordance with the latest announcement of the Division of Student Housing on the scale of the dormitory fee for the semester.
- B. After the announcement of dormitory distribution each semester (For those on the waiting list, their announcement date shall be the starting date), those who wish to apply for the cancellation of the dormitory shall complete the application to the Division of Student Housing within 2 weeks of the announcement, and will be exempted from the accommodation fees for the next semester. After the above mentioned period, the "dormitory fee" shall be charged at a progressive rate as shown in Annex I - Dormitory Fee Charging Standard.
- C. Accommodation fees can only be refunded after payment of the registration bill.
- D. Students may apply for short-term housing according to their individual needs, and the Division of Student Housing shall assign them according to the current bed availability. The fees shall be in accordance with the dormitory fee scale table announced by the Division of Student Housing for each semester.

Article 6 Students on the waiting list must pay the dormitory fee in full if receiving a vacancy before Feb. 28 in the second semester, Sep. 30 in the first semester, or July 31 in the summer term. Students assigned beds after these dates will be charged monthly rates. (If less than a month, students shall be charged for a full month). There are five months in each semester and two months in the summer term (except for those who pay daily rates), and there is no refund for withdrawals. Students from low-income households are exempt from charging. If such students want to live in dorms of higher charge, they shall pay the shortfall in accordance with the basic accommodation fees announced by the Division of Student Housing in the current year.

Article 7 Residents shall pay the dormitory deposit and check all dorm property before moving into the room. All dorm property shall be used with care. If any dorm property is damaged due to mishandling, the resident shall reimburse the costs. The dormitory deposit will be refunded to the resident's bank account registered in the Academic Information System after the semester ends. If the refund cannot be made because the student has not registered his/her account or has registered incorrectly, a check will be issued by the University and sent back to the student's permanent address by registered mail if the student has a registered address in Taiwan. If the student does not have a permanent address in Taiwan, he/she will be notified of the refund. However, if the refund still cannot be made after all, the refund amount will be temporarily transferred to the specific account of the University.

Article 8 There shall be a control for ceiling lights in undergraduate dormitories, which shall be regulated by each dormitory (no later than 2:00 a.m.). The rule does not apply to desk lamps. To ensure safety, residents shall not use the air conditioner, refrigerator, electric stove, electric cooker, electric radiator, TV, electric blanket, DVD player, or anything requiring power over 500 Watts (including) in dormitories. (Except for mobile phones and computer peripherals. Hair dryers can be used only in bathrooms and lounges)

Article 9 Residents are responsible for maintaining a quiet and clean environment in dormitories. Hallways shall be cleaned and no advertising shall be posted on toilets or any windows inside or outside the dormitory. Personal belongings are not allowed to be placed in common areas of the dormitory (other than individual dorm rooms). If personal belongings are not collected within 5 working days after they have been temporarily stored and announced by dormitory managers, the items will be photographed, recorded and packaged for storage by the management staff (who are not responsible for their safekeeping). This information will be posted on the dormitory webpage and will be treated as waste if not claimed within 1 month. Placement of items for the summer term is planned by dormitory head residents, but all items are to be collected within the first week of the new semester. Otherwise, they will be treated as waste.

Article 10 Residents are not allowed to bring any dangerous or prohibited items such as gasoline, arsenic, thallium, or other harmful substances or drugs such as MDMA or amphetamines into dorms. Pets are also not allowed in dorms.

Article 11 To carry out their duties, dormitory instructors, staff of the Division of Student Assistance, and dormitory managers shall enter dormitories for visit with dormitory head residents (or relevant teachers and students). In case of emergencies or disturbance of the dormitory peace, dormitory instructors, staff of the Division of Student Assistance, dormitory head residents, or dormitory managers may enter dormitories to deal with the situation and must submit a written report to the Office of Student Affairs. The guidelines for visiting student dormitories, the procedures for repairing student dormitories, and the control of personnel entering and leaving dormitories are specified separately.

Article 12 Students who violate the following rules and regulations will receive a point deduction for the violations, and repeated violations of the same rules and regulations in the same academic year will result in a double-point deduction.

A. 2.5 points will be deducted for the following violations:

a. Making too much noise in dorms and disrupting others' studies or sleep.

- b. Playing musical instruments in dorms after 22:00 (including drums, guitar, singing loudly...etc.).
  - c. Failure to remove or sort waste, or cause uncleanness in the living environment.
  - d. Post advertisements on toilets or windows inside or outside the dormitory.
  - e. Keeping or feeding animals in dormitories.
  - f. Placing personal belongings (such as shoes, umbrellas, garbage, potted plants, etc.) in common areas (such as hallways, in front of rooms, and windowsills).
  - g. Dormitory fans and ventilation fans are left on when no one is in the dormitory.
  - h. Installing dormitory door locks without permission from the Division of Student Housing.
  - i. Changing rooms without completing the change procedures.
  - j. Have an unregistered visitor during visitor hours or violate regulations of the visitor area.
- B. 5 points will be deducted for the following violations:
- a. Riding motorcycles or driving cars into the dorm area without permission.
  - b. Five points shall be deducted per piece (counted by violated items) by using or installing electric equipment such as an air conditioner, refrigerator, electric stove, electric cooker, electric radiator, TV, electric blanket, DVD player, or anything that requires power over 500 Watts (including) without permission from the Division of Student Housing (except for hair dryers, mobile phones, and computer peripherals). These items must be removed from the dormitory area within two weeks. After re-inspection, those who cannot comply will be penalized by deducting points again.
  - c. Bring any dangerous goods or prohibited items into the dormitory.
  - d. Intentionally damaging dormitory property or the property of others.
  - e. Engaging in activities that have safety concerns or affect the peace of the dormitory (e.g., fireworks, campfire parties, cooking, etc.) without prior approval.
  - f. Moving or occupying common equipment (such as lounge, study room tables, chairs, kitchen equipment) or connecting to public electricity for private use.
- C. 10 points will be deducted for the following violations:
- a. Gambling, drinking, causing trouble or fighting with each other in the dormitory.
  - b. Installing cable TV without permission from the Division of Student Housing.
  - c. Providing dorm space to others to assemble or carry out activities that disrupt the peace and quietness of the dorm without permission from the Division of Student Housing, dorm instructors, Division of Student Assistance counselors or head residents.
  - d. Residents who are assigned to a dormitory but do not move in and do not cancel.
  - e. Smoking in the dormitory area.
  - f. Interfering with an access control system or surveillance cameras on purpose.
  - g. Occupying another person's bed without permission.

- h. Breaking into a closed dormitory without the permission of the Division of Student Housing during the closed period.
- D. 15 points will be deducted for the following violations, and the violators will be immediately withdrawn from the dormitory and forfeit the dormitory deposit.
- a. Letting a non-resident stay overnight without permission from the Division of Student Housing, dorm instructors or Division of Student Assistance counselors.
  - b. Bringing someone of the other gender to the bathroom for bathing and cleaning.
  - c. Keeping or feeding animals in the dormitory area three times with confirmed evidence.
  - d. Transferring or permitting others to use your residential right or any other changes of the dormitory for illegal benefit with confirmed evidence.
  - e. Keeping non-resident students or persons of the other gender after 24:00.
  - f. Stealing behaviors confirmed to be true.
  - g. Violation of the Offenses Against Privacy of Criminal Law in the dormitory area, and being caught in the act (Article 88 of the Criminal Procedure Law), the violator shall be withdrawn from the dormitory within three days.
  - h. Students who are involved in sexual harassment, sexual bullying, or other indecent behaviors in the dormitory area are investigated and confirmed guilty by the University's Gender Equity Education Committee.
  - i. Students who are involved in sexual assault in the dormitory area and are investigated and confirmed guilty by the University's Gender Equity Education Committee will be withdrawn from the dormitory. Students who are withdrawn for this reason will not be allowed to reapply for housing from the date of the withdrawal announcement.
  - j. Using student dormitory resources for private profit without permission.
  - k. Violation of the regulations for campus network used by the Ministry of Education.
- E. Violation of epidemic prevention-related regulations will be deducted 5~15 points depending on the severity of the case. Please refer to Annex II for details - Points Deduction Standard for Violation of Epidemic Prevention Related Regulations.

The above-listed violations may be considered in light of the motive, background, and other relevant factors of the violation, and may be implemented through public service or counseling after the proposal of the Division of Student Assistance and the approval of the Dean of Student Affairs.

## Article 13

- A. Deductions for students who violate the regulations are carried out by dormitory instructors, counselors of the Division of Student Assistance, staff members of the Division of Student Housing, and dormitory head residents. Anyone who disagrees with the deduction of points

may submit an appeal in accordance with the "National Tsing Hua University Implementation Guidelines for Removal of Point Deductions".

- B. Students who have accumulated 10 or more deduction points within one academic year will be disqualified from the next semester. If the student still fails to comply with the dormitory rules with more than 10 points and continues to accumulate to 15 points (including), the student shall move out of the dormitory within two weeks without refund (including the dormitory deposit), and the student shall be disqualified from applying for the next academic year (including getting in the waiting list). Students who have accumulated 15 points and whose applications for the Remedy Program have not been approved will be held off from moving out of the dormitory until the end of the semester and will have to sign a guarantee letter and perform 4 hours of service each week until the end of the semester (those who fail to do so shall move out of the dormitory immediately). If the student violates the dormitory rules again during the semester, he/she will be immediately withdrawn from the dormitory.
- C. Students who have been punished with a major demerit (including) or greater for violating the dormitory rules in the dorm area shall be disqualified from living in the dormitory during his/her term of study.

Article 14 To encourage proactive participation in helping and maintaining dorm safety, order, neatness, and public service, the Division of Student Housing, dormitory instructors and counselors of the Division of Student Assistance will report and reward the following deeds:

- A. Taking the initiative to maintain the order of the dormitory and public safety with specific contributions.
- B. Taking the initiative to maintain a clean and neat dormitory environment and beautifying the dormitory with concrete facts.
- C. Taking the initiative to prevent the occurrence of illegal incidents with concrete facts.
- D. Taking the initiative to actively participate in student dormitory activities and public affairs.
- E. Other deeds that are beneficial to the dorm.

Students who meet the above award qualifications and have not violated the university rules and regulations will be given priority in dormitory distribution for the next academic year after the approval of the dormitory heads' meeting. The number of students will be reviewed annually by the Division of Student Housing and forwarded to the Division of Student Assistance for

processing (priority in dormitory distribution is limited to 10 students, while the rest will receive citation or commendation for achievement on their student conduct records.).

#### Article 15 Rules for receiving visitors

- A. Visiting hours: Male dormitory's visiting hours are from 8:00 to 24:00; female dormitory's visiting hours are from 8:00 to 17:00. Visitors are not allowed to enter the dormitories of the other gender outside of the period unless they have permission of the on-duty dormitory instructors, counselors of the Division of Student Assistance, or administrators. Violators will be deducted five to fifteen points depending on the severity of the situation.
- B. Visitors are required to register online at the Division of Student Housing website or register in person with their personal ID at each service center. The meeting place is limited to the lounge in the dormitory (except for moving dormitories, or with the permission of the Division of Student Assistance counselors, administrators, or all roommates).
- C. Residents who keep or bring in visitors of the other gender for bathing will be punished by point deduction in accordance with the regulations and their parents will be notified. In case of special circumstances in the dormitory area, a designated dormitory area may be opened for bathing only after the dormitory head residents notifying to the dormitory instructors, counselors of the Division of Student Assistance, or the Division of Student Housing.

Article 16 Students who have not paid the dormitory fee for the dormitory and do not pay the fees after being reminded shall not only move out of the dormitory within a certain period, but shall also be charged the dormitory fee due according to the regulations.

Article 17 Each dormitory may add suitable regulations without violating these Dorm Rules. After a resolution of the dormitory residents' meeting, the residents may send the regulations to the Division of Student Housing and the Division of Student Assistance for approval.

#### Article 18 Dormitory move-out and related regulations:

- A. When moving out of a dormitory (including changing dormitories), students should follow the instructions of moving out of each dormitory as announced by the Division of Student Housing, return the dormitory property, and be responsible for cleaning the dormitory and restoring it to its original state. If a student checks out of a dormitory with untrue information or photos, the student's dormitory deposit will be deducted and the student's supervisor will be notified. In case of serious dishonesty, the Division of Student Assistance will handle the case according to university regulations. (For details, please refer to Appendix III - Dormitory Property Checkout Certificate and Fine Standard)



B. Residents are required to check out of the dormitory by the deadline announced at the end of the semester (in principle, Jan. 31 for the first semester and June 25 for the second semester). If the resident does not move out of the dormitory within the announced period, the dormitory deposit will not be refunded. The administrators, together with the counselors of the Division of Student Assistance, may pack and place the personal belongings in the storage room without taking responsibility for their safekeeping. In addition, a fine of NT\$100 per day will be charged. If the resident does not collect the items after one week, the items will be treated as abandoned. The student will be disqualified from housing for the next semester and will be forwarded to the Division of Student Housing for punishment in accordance with the regulations.

C. When borrowing a cart from each management center, students shall provide identification such as a student ID card, health insurance card, or driver's license, and return it on the same day. If the student fails to return the cart in time, a fine of NT\$500 will be imposed for each day overdue. The fine will be deducted from the dormitory deposit. If the cart is not returned after 2 days, the dormitory deposit of \$1,000 will not be refunded.

Article 19 Applications for Quiet Dormitory are announced annually by the Division of Student Housing, depending on the availability of the dormitory and the actual needs of students.

Article 20 Students who move into the dormitories without the approval of the Division of Student Housing shall immediately move out of the dormitories and pay the current dormitory fees if the evidence is confirmed, and shall not be allowed to apply for dormitories during their term of study.

Article 21 This Dorm Rules is proposed by the Dormitory Administrative Committee and forwarded to the Committee of Student Affairs for approval before implementation.

Note: Article 2, Section 1, Paragraph 1, " Foreign Freshmen" is applicable from the admission of the academic year 2024.